

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
Health Resources and Services Administration
Indian Health Service
Rockville, Maryland 20857

INDIAN HEALTH SERVICE CIRCULAR NO. 83-3

FILLING AREA DIRECTOR AND PROGRAM OFFICE POSITIONS

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1. PURPOSE AND OBJECTIVES

This Circular outlines and designates responsibility for carrying out the Civil Service procedures to be used in filling (IRS) Area Director and Program Office positions. The procedures described herein are designed to remove any real or apparent conflict of interest on the part of personnel staffs as well as to present to applicants and to the public a demonstrably impartial staffing process.

2. COVERAGE AND EXCLUSIONS

- A. This Circular -applies to IHS Area Director and Program Office positions.
- B . The procedures do not apply when the Director, Indian Health Service reassigns an Indian preference eligible, or an Indian Commissioned Officer,, provided the reassignment is in accordance with appropriate regulations.

3. RESPONSIBILITIES AND PROCEDURES

- A. The Director, Indian Health Service will notify the Chief, IHS Personnel Operations Branch of an upcoming vacancy as soon as it is known. This notification will indicate: (1) whether the position description is accurate and complete, (2) whether merit Promotion procedures are to be undertaken, and (3) whether search is desired at the next lower level as well as the full performance level (GM-15).
- (1) The Chief, IHS Personnel Office will request a SF-52 (Request for Personnel Action) from the respective Area or Program Office through the servicing personnel office.
- (2) If the position description requires updating, the Director, Indian Health Service will initiate such action immediately.

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- (3) Recruitment at less than the full performance level (GM-U) will require the approval of the Director, Indian Health Service. Therefore, compelling justification would be required to do so.
 - (4) Recruitment will involve; at a minimum, internal merit promotion procedures and IHS outside search procedures for Indian preference eligibles.
 - (1) The Chief, IHS Personnel Operations Branch will ensure that the following documents are prepared, in concert with the Director, Indian Health Service:
 - a. the vacancy announcement, and
 - b. the rating criteria
 - (2) The Area Personnel Office will provide, in addition to the classified position description, a full updated evaluation statement, organizational chart, and functional statement for the position and SF-52 (Request for Personnel Action) in duplicate.
 - (3) The IHS Personnel Operations Branch will, in accordance with the request (SF-52) received:
 - a. issue the 'vacancy announcement;
 - b. receive all applications for the position;
 - c. notify ineligible candidates;
 - d. secure performance appraisals of eligible candidates;
 - e. convene Qualifications Review Board (QRB), or
 - f. conduct qualifications review of eligible candidates;
 - it: secure EEO concurrence of selection certificate;
 - it: submit selection certificate and provide any needed technical assistance to the Director, Indian Health Service (selecting official);
 - i. notify Area Personnel Office of selection;
 - f. prepare biographical summaries of highly qualified candidates for tribal leaders, when necessary.
 - c. When a selection is made, the Chief, IHS Personnel Operations Branch will notify the Area concerned of the selection, as follows:
 - a. return the SF-52, along with a copy of the selectees application (SF-171) with all reference material;
 - b. forward a copy of the merit certificate showing the selecting officials formal action.
 - D. Area Personnel Office will arrange a formal release and enter on duty date and process the necessary personnel documentation to effectuate the appointment.

4. RECORDS AND REPORTS

The Chief, IHS Personnel Operations Branch will maintain, for at least two years a complete file including:

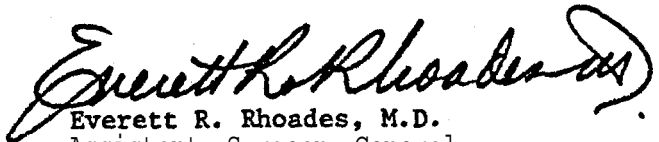
- a. copy of the vacancy announcement;
- b. copy of all qualified applications;
- c. copy of the SF-52, Request for Personnel Action;
- d. copy of the rating criteria;
- e. record of the QRB proceedings, or ratings of the personnel management specialist;
- f. copy of all outgoing correspondence, including the selection certificate; records of all approvals and/or extensions; and qualification standards used.

5. AUTHORITY

Applicants selected by this procedure will be appointed through the respective Area/Region personnel authority. The Director of the Indian Health Service has the responsibility for selecting Area and Program Office Directors, subject to the concurrence of the Administrator, HRSA.

6. SUPERSESSION

This Circular supersedes Indian Health Service Circular No. 73.3 dated October 11, 1973.



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